

# **COLLECTIVE AGREEMENT**

- Between -

**CANADIAN ACTORS' EQUITY ASSOCIATION**

(hereinafter referred to as the "Employer")

- and -

**CANADIAN OFFICE & PROFESSIONAL  
EMPLOYEES' UNION, LOCAL 343**

(hereinafter referred to as the "Union")

**APRIL 1, 2017 to MARCH 31, 2020**

## **ARTICLE 1 – SCOPE AND RECOGNITION**

- 1.01 The Employer recognizes the Union as the sole collective bargaining agent for all of its employees in the city of Toronto, save and except the Executive Director, Controller, Communications Director, Director of Business Representative Services, Assistant Controller IT, Senior Executive Assistant and persons above the rank of Senior Executive Assistant.
- 1.02 No employee shall be required to make any written or verbal agreement which may conflict with the terms of this contract at any time.
- 1.03 The Employer will not contract out bargaining unit work. The employer will be permitted to hire temporary employees for not more than 60 days to fill vacant bargaining unit positions.
- 1.04 Persons excluded from the bargaining unit shall not perform bargaining unit work, except in the case of emergencies, or when regular employees are not available due to vacation or illness.

## **ARTICLE 2 - MANAGEMENT RIGHTS**

- 2.01 The Union recognizes the right of the Employer to operate and manage its business in all respects, to maintain order and efficiency, including the right to make, alter and enforce reasonable rules and regulations, which shall not be inconsistent with the terms of the Collective Agreement. Management agrees to exercise its rights in a fair and reasonable manner.
- 2.02 Access to Council

All employees in the bargaining unit are accountable to the Executive Director or his or her designate. Except in the exercise of their normal work duties, the bargaining unit employees may not approach Council members directly without the prior authorization of the Executive Director or his or her designate.

## **ARTICLE 3 - UNION SECURITY AND UNION REPRESENTATION**

- 3.01 Union Membership Requirement

All bargaining unit employees of the Employer, shall, as a condition of employment, become and remain members in good standing of the Union. All new employees will be required to join the Union at the commencement of their employment.

- 3.02 Dues Deduction

The Employer shall deduct union dues from each employee in the bargaining unit, commencing with their date of hire. Deductions will be forwarded in one cheque to the Secretary-Treasurer of COPE Ontario not later than the 15<sup>th</sup> day of the month following

the month for which dues were deducted. The cheque shall be accompanied by a list of names, addresses, classifications, and amounts deducted for each employee from whose wages the deductions have been made. The list shall indicate new hires, lay-offs, recalls, leaves of absence, resignations, retirements, deaths, and other terminations of employment.

3.03 The Union shall give the Employer at least 30 days notice of any change in the percentage of the dues deduction.

3.04 The Employer shall include on the T-4 slips of the employees the amount of union dues paid by each employee.

3.05 Union Stewards and Committee Members

The Employer will recognize two (2) union stewards elected or otherwise appointed for the purpose of administering this collective agreement. Stewards will be allowed to investigate grievances during regular working hours and will be paid for any time spent in processing such grievances, to a maximum of four (4) hours per grievance.

3.06 The Employer will recognize a bargaining committee of two (2) members of the bargaining unit for the purpose of renegotiating this collective agreement. Time spent in bargaining will be considered time worked for all purposes under this Agreement. The Employer agrees to pay employees their normal wages for hours spent in bargaining and invoice the Union for one half of the wages of these employees. The Employer agrees to pay for no more than 4 hours of preparation for negotiations done during normal work hours.

3.07 New Member - Union Orientation

Upon commencement of his/her employment, the employee's supervisor shall introduce the new employee to a representative of the Union employed in the bargaining unit. The Employer agrees to a union briefing for each new employee, by the Union representative, during their regular working hours to a maximum of one (1) hour in order for them to become acquainted with the Union and the terms and conditions of the Collective Agreement. Both the Union representative and the employee will be paid for their time spent in the briefing. The employer will provide a private location for this meeting.

## **ARTICLE 4 - SENIORITY**

4.01 Seniority shall be accumulated on the basis of length of continuous service in the bargaining unit and shall be accorded to each employee effective from the first day of employment.

4.02 New employees will serve a probationary period of three months. During the term of the probationary period, such employees shall be entitled to all rights and privileges of this Agreement, except with respect to discharge. Employees may be terminated any

- time during this period of three months without any recourse whatsoever.
- 4.03 In promotions and transfers, the Employer shall award the job to the most senior applicant possessing the skills and ability to perform the work required.
- 4.04 The seniority of an employee who is granted a leave of absence of one month or less shall be retained and shall continue to accumulate. Employees taking pregnancy and parental leave, or sick leave, shall continue to accrue seniority during such leaves of absence.
- 4.05 An employee shall lose all seniority and employment shall be deemed to have been terminated if the employee:
- (a) voluntarily leaves the employ of the Employer;
  - (b) is discharged and is not reinstated through the grievance or arbitration procedure;
  - (c) is laid off for a period of eighteen (18) months;
  - (d) fails to return to work upon termination of an authorized leave of absence, without just cause, unless prior arrangements acceptable to both the employee and the employer have been made for an extension of such leave, or uses the leave of absence for purposes other than those for which the leave of absence was granted;
  - (e) fails to return to work within seven (7) business days after being recalled from extended layoff by notice sent by registered mail, a copy of which will be provided to the union steward;
  - (f) is absent without leave for three (3) consecutive working days unless the employee was unable to notify the employer or have it notified of an acceptable reason.
- 4.06 Upon recall from layoff, an employee shall be credited with full seniority from date of hire including time spent on layoff.
- 4.07 The Employer will provide the union with an updated seniority list within one month of ratification of this collective agreement and each January 15 thereafter.

## **ARTICLE 5 - HOURS OF WORK AND OVERTIME**

- 5.01 The regular hours of work per week for full-time employees shall be 35 hours, exclusive of meal breaks. The work day shall commence at 9 am and finish at 5 pm, with a one hour meal break, except as approved by the Executive Director. The hours of work for part-time employees, shall be not more than twenty (20) hours per week, and shall be scheduled by mutual agreement. The regular work week shall be Monday to Friday inclusive, except for employees when participating in collective bargaining or traveling.

5.02

Employees shall submit a timesheet within two (2) business days for weeks during which regular hours of work have been exceeded. This timesheet shall be supplied by the employer and allow the employee to denote whether overtime hours are to be banked as lieu time or paid out as described below. At any time, an employee may request, in writing that banked lieu time be converted to overtime payment.

5.03 This time off in lieu does not expire. If an employee’s job ends before he or she has taken the paid time off, the employee must be paid for all unused banked time. This must be paid no later than seven business days after the date the employment ended or on what would have been the employee’s next pay day.

5.04 Any requests for overtime, whether requested by the Employee or the Employer, shall be made in writing. Written responses shall be returned within 24 hours. This clause shall not be interpreted to include emergencies or employees participating in collective bargaining.

**ARTICLE 6 - WAGE RATES**

6.01 Employees will be paid in accordance with Appendix "A", attached and forming part of this agreement. Employees will receive a 2% salary increase in 2017, 2.75% in 2018 and 2.75% in 2019, retroactive to April 1, 2017.

<u>Level</u>	<u>2017 (2%)</u>	<u>2018 (2.75%)</u>	<u>2019 (2.75%)</u>
A @ 100%	\$47,625.64	\$48,935.35	\$50,281.07
B @ 100%	\$55,124.87	\$56,640.80	\$58,198.43
C @ 100%	\$63,958.87	\$65,717.74	\$67,524.98
D @ 100%	\$70,695.63	\$72,639.76	\$74,637.35

There shall be a 5 year "Grow in period" to any position in the bargaining unit, the following shall be the grow in progression for any position.

<u>Year of Employment</u>	<u>% of prevailing rate</u>
Year 1	91%
Year 2	93%
Year 3	95%
Year 4	98%
Year 5	100%

The exact numerical figures of these applied percentages for each year of the agreement shall be represented in an appendix to the agreement.

- 6.02 Should any new positions be created during the term of this Agreement, the parties shall meet to negotiate a rate of pay for the new position.
- 6.03 Employees who have been employed for 5 years or less will follow the "grow-in" schedule detailed in article 6.01 and detailed in the Wage Rate Appendix attached to this agreement.

**ARTICLE 7 - VACATIONS**

7.01 Each employee shall receive annual vacation with pay in accordance with the employee's years of employment, based on each individual's start date, as follows:

Years of Employment	Vacation
First to fourth year inclusive	15 days per year
Fifth to eighth year inclusive	20 days per year
Ninth to twelfth year inclusive	25 days per year
Thirteenth year and over	30 days per year

- 7.02 When a recognized holiday falls within an employee's vacation period, such holiday will not be counted as a vacation day, and another day will be granted or the date of return shall be one full day later.
- 7.03 If an employee becomes ill while on vacation, s/he shall be entitled to use sick leave, if available, and take the vacation at a later date, at a time to be mutually agreed upon, provided that the employee has notified the Employer and can provide a medical certificate if requested to do so.
- 7.04 Vacation days due in any year must be taken during that year and cannot be accumulated beyond that year without the written agreement of the Employer.

Vacation will be approved based on the following criteria: a) the order in which the requests are received; b) seniority and c) the personal needs of the Employee and the needs of the Association at the discretion of the supervisor.

The following minimum notice will be required:

- Five business days notice for one to three days off
- Fifteen business days for four to ten days off
- Twenty business days for 11 and more days off

7.05 Each employee shall be advised of his or her vacation entitlement before December 15 of each year. The calculation of the vacation entitlement will be based on years of service from the date of employment as articulated in 7.01 but will be reported by calendar year. The entitlement for the period to or from the anniversary date to the beginning or end of the year will be prorated.

## **ARTICLE 8 - PAID HOLIDAYS**

8.01 Employees shall receive the following holidays with pay:

New Years Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	December 24th
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	December 31st

and any other holidays that may be declared by the Provincial Government.

8.02 If a paid holiday falls on a day which is not a regular working day, the first working day thereafter shall be considered the holiday.

8.03 All Equity staff members are entitled to three days of paid holidays per year for religious observance in addition to annual vacation, sick leave and paid or statutory holidays. A staff member may request time off work for religious observance in accordance with the tenets of his or her faith or creed. When the calendar for the following year is available, an employee wishing to observe religious holidays on regularly scheduled work days should advise his or her supervisor in writing of the religious days for the forthcoming year but in no case should requests be made less than one month prior to the date of the leave.

Those staff members who do not need additional time off work as articulated above will be given an additional three (3) business days immediately before or after Christmas. Equity will assign days off in the Christmas period based on factors such as length of service, the order in which a request is received, the employee's position within the Association, the need to provide services to the membership over the entire period or relevant personal circumstances. Equity reserves the right to weigh these factors at its sole discretion.

It is up to the employee to identify him or herself as a member of a group which requires specific days off for religious observance. In the absence of any request to the contrary, employees will be given the additional time at Christmas. This policy provides for paid leave to observe religious days or to extend the Christmas break only. They may not be carried forward and no cash accrual is made for unused days.

## **ARTICLE 9 - LEAVES OF ABSENCE**

9.01 In addition to any benefits that are statutory requirements, supplementary benefits shall be provided to a qualified employee who is the primary care-giver to a child. These benefits shall apply to permanent full-time or part-time employees who have been employed for at least two (2) years prior to the due date, even if the birth occurs sooner than the due date, and who intend to return to work after the leave. The due date is the expected birth date as documented by a certificate issued by a legally

qualified medical practitioner. These benefits apply specifically to an employee who is a parent - the birth parent, one with whom a child is placed for adoption, or one who is in a relationship of some permanence with a parent of a child and who intends to treat the child as said employee's own.

#### Additional Sick Leave

An employee shall be permitted to take an additional five (5) days, or its equivalent thirty-five (35) hours, due to sickness caused by pregnancy. Any sick leave beyond this may require a doctor's certificate. An employee shall be permitted to work an altered weekly work schedule at the discretion of the Executive Director in order to accommodate any pattern of sickness caused by pregnancy.

#### Additional Time Off

An employee shall be allowed to take time off during pregnancy to attend medical appointments and tests, and once during pregnancy to apply for EI benefits. The employer may require a medical certificate outlining the need for the appointment, or copy of EI application. This benefit shall apply also to an employee who is the non-pregnant parent or is in a relationship of some permanence with a pregnant employee.

Up to three (3) paid days may be taken by the non-pregnant parent to attend the birth of his or her child. This benefit also applies to an adoptive parent for the finalization of adoption, when an adopted child first comes into a parent's custody and/or to attend the birth of a child for whom adoption arrangements have been made.

#### Ergonomics

The employer shall make every effort to supply a proper work environment for a pregnant employee including chair, desk and computer screen. The employer may require a doctor's certificate before any special purchase is made.

#### Leave of Absence

During either a pregnancy leave or a parental leave for an employee who will be the primary caregiver, the employer shall continue to contribute to the pension plan and the Group Supplementary Health and Dental Plan for up to fifty-two (52) weeks. Other than as specified herein, all leaves of absence shall be without pay. Vacation pay credits shall not be accumulated during the leave. This means that if an employee is entitled to four (4) weeks vacation per year and takes twenty-six (26) weeks of leave, the employee shall only be eligible for two (2) weeks paid vacation in that year. Seniority for vacation entitlement shall continue throughout the leave, which is to say that the time on leave of up to one year shall be included in the length of service when calculating the number of weeks of vacation to which that employee is entitled.



### Pregnancy Leave

An employee is entitled to seventeen (17) weeks pregnancy leave - a leave of absence surrounding the birth of a child. Leave may begin anytime from seventeen (17) weeks before the due date until the due date, at the employee's discretion. Pregnancy leave shall also apply to employees who are non-birth parents in the event the birth parent dies or becomes disabled to the extent they cannot care for the newborn child.

### Parental Leave

An employee shall be entitled to thirty-five (35) weeks parental leave (a leave of absence following the birth of a child, or the coming of a child into custody, care and control of a parent for the first time) if seventeen (17) weeks pregnancy leave was taken or thirty-seven (37) weeks if no pregnancy leave was taken. Leave may begin anytime following birth or custody (as defined above) up to fifty-two (52) weeks after birth or custody, at the employee's discretion. An employee shall take parental leave immediately following pregnancy leave if the employee wishes to take both (unless the baby is not in the employee's care at the end of pregnancy leave).

### Premature Birth

If the baby is born prematurely and is hospitalized, an employee may postpone leave for a year or until the baby is released from hospital, whichever comes first.

### Vacation With Leave

An employee may take any vacation which the employee has accrued up to the beginning of the leave at any time either preceding or following the leave.

### Notice of Pregnancy Leave

The employee should give as much notice as possible prior to the start of the pregnancy leave but not less than eight weeks (not less than 4 weeks if supplementary benefits are not being accessed). This shall not be required in the case of pregnancy-related complications or because of an earlier than expected birth, still-birth or miscarriage. In these instances, the employee shall give immediate written notice and a medical certificate outlining the problem. The written notice for pregnancy leave shall contain the date the employee plans to start the pregnancy leave, the date the employee plans to return to work, and whether or not the employee plans to take parental leave. If no return date is specified, it will be assumed that the maximum leave will be taken. The notice must also be accompanied by the doctor's certificate stating the due date.

### Notice of Parental Leave

The employee should give as much notice as possible prior to the start of the parental leave but not less than eight weeks (not less than 4 weeks if supplementary benefits

are not being accessed). This shall not be required in the case of earlier than expected custody. In these instances, the employee shall give written notice within two (2) weeks of stopping work, and leave begins the day the employee stopped work. Parental leave shall be shortened by as many weeks as another parent takes parental leave. The written notice for parental leave shall contain the date the employee plans to start the parental leave, and the date the employee plans to return to work.

### Changing Length of Leave

An employee accessing the supplementary benefit must give eight (8) weeks notice of change except as previously noted.

An employee not accessing supplementary benefits may change the commencement date of a leave by providing two (2) weeks' notice, and can change the end date of a leave by giving four (4) weeks' notice. (This means that an employee on pregnancy leave can change the length of a succeeding parental leave with only two (2) weeks' notice.)

### EI Benefits During Leave

Provided that the employee has worked 700 hours (20 weeks of full-time work, or thirty-four (34) weeks of part-time work) during the previous fifty-two (52) week period, EI benefits shall provide fifty-five percent (55%) of salary during leave, up to a maximum salary of \$750 weekly (\$39,000 per annum) providing a maximum benefit of \$413 per week. There is a mandatory two (2) week waiting period which would constitute the first two (2) weeks of the leave, during which there are no EI benefits. After that, EI benefits can be received for the remaining seventeen (17) weeks of pregnancy leave if applicable and/or thirty-five (35) (or 37) weeks of parental leave.

### Employer Supplement During Leave

Provided that an employee has service of at least two years (one year for anyone hired prior to November 1, 2004) and is planning on returning to full-time work with the employer, the employer shall top up the income of an employee to eighty percent (80%) of salary for the period of the leave, either pregnancy or parental. This means that employer shall pay eighty percent (80%) of salary during the two-week waiting period, and usually twenty-five percent (25%) of salary during the rest of the leave, supplementing the EI benefits under a non-registered Supplementary Unemployment Benefits (SUB) plan.

If the employee's salary exceeds \$39,000, the employer's supplement will exceed twenty-five percent (25%) of salary to ensure the employee receives eighty percent (80%) of salary during the leave. Some staff in designated positions shall be replaced by temporary employees who will be unable to effectively fulfill each and every task for the employee on leave. In such cases, the employee on leave will be expected to provide services as needed but at the convenience of the employee on leave and for whom the top-up will be increased to ninety percent (90%).

Employees will be required to confirm in writing their commitment to return to work following a leave in which supplementary benefits have been paid. Employees failing to return to work may be required to repay the benefits.

#### Seniority and Benefits During Leave

As long as the leave does not exceed fifty-two (52) weeks, the employee shall continue to participate in employer benefits. After the leave(s), the employee shall return to the same position most recently held or, if the position no longer exists, a comparable position. The employee shall be reinstated at the same wages the employee would have been earning had the employee worked through the leave.

#### Altered Weekly Work Schedule During Childhood

An employee may request to have his/her weekly work schedule altered in order to accommodate the care of a child or children. This may include pick-up or drop-off at daycare, school, etc. This alteration shall be at the discretion of the Executive Director.

#### 9.02 Jury Duty

If an employee is required to serve on a jury, the Employer shall pay the difference between jury duty pay received and the amount s/he would receive for her/his normal scheduled working hours.

#### 9.03 Bereavement Leave

An employee shall be granted leave without loss of pay, benefits and seniority for five (5) days in the case of the death of:

Parent, spouse, including common-law or same sex partner, fiancé(e), child, brother or sister.

An employee shall be granted leave without loss of pay or benefits for three (3) days in the case of the death of:

Mother/father-in law, brother/sister-in-law, son/daughter-in-law, grandparent or grandchild.

In addition, travel time shall be granted commensurate with the individual's circumstance. The death of guardians and step-parents shall be treated the same as that of biological parents.

#### 9.05 Sick Leave

Employees shall be granted eight (8) business days paid leave per year for incidental illness. An employee who, due to accident, illness or quarantine is unable to return to

work after five consecutive business days of absence shall apply for benefits under the Employer's short term disability plan as detailed in the Staff Policy, as at the date of this Agreement. Any time taken for sick leave or medical appointments shall be deducted from the eight (8) business days of leave.

9.06 Employees will be granted paid family leave of up to five (5) business days per year for personal/ emergency leave, including but not limited to, the care of family members who are ill or have special needs. Any time taken for family leave shall be deducted from the five (5) business days of leave.

9.07 Employees shall be entitled to two (2) business days per year for personal leave.

Employees are encouraged to make every effort to schedule personal appointments outside of normal work hours, however it is recognized that this may not always be possible. In all cases where an Employee needs to leave early/come in late, he/she will inform their immediate supervisor as soon as they are aware of the appointment. Any time taken for these appointments shall be deducted from the two (2) business days of leave.

#### 9.08 Union Leave

Leave of absence of up to two business days per occasion to a maximum of four business days in any year will be granted with no loss of seniority, pay or benefits to an employee attending a Union convention, meeting or seminar. For all purposes under this agreement, the period of the leave shall be considered time worked.

#### 9.09 Staff Development and Training

Staff members may be eligible for reimbursement of some or all of the cost of educational activities. Any training that is demonstrably work related may be reimbursed up to 100%. Application for funding must be made to the Executive Director after having first sought the approval of the supervisor. The funds will be available on a first-come, first-served basis but priority will be given to job specific requests. The amount of funds available will be determined by the annual budget amount set by the Executive Director less funds previously disbursed or allocated to training requests. Supervisors may approve job specific training during office hours. The employer commits to maintaining a staff development and training program for the duration of the agreement.

### **ARTICLE 10 - DISCIPLINE AND DISCHARGE**

10.01 No employee shall be disciplined or discharged without just cause. The parties agree that the principles of progressive discipline shall be followed.

10.02 An employee is entitled, prior to the imposition of discipline or discharge, to be notified at a meeting with management of the reasons for considering such action, unless s/he is a danger to himself/herself or others. The employee shall be accompanied by a

Union steward who shall be advised in advance by management of the time and place of the meeting. Employees shall be notified in writing of the grounds for discipline or discharge. The Union shall receive a copy.

## **ARTICLE 11 - GRIEVANCE AND ARBITRATION**

11.01 The duly authorized representatives of both parties shall meet on the written request of either party to discuss any differences or disputes that may arise with regard to the meaning, interpretation, application or alleged violation of this agreement. These representatives shall attempt to resolve such differences. Any grievance which may arise must be presented within 10 business days after its occurrence or, if the grievance involves a matter with respect to which the Employer is required to give the Union notice, within ten (10) business days after such notice is given. In a grievance arising from paycheques, the event shall be deemed to have happened on the day the paycheque was received. Grievances shall be dealt with in successive steps as follows:

11.02 If the representatives of the parties are unable to agree on any such question within two weeks of the initial meeting, which period may be extended by mutual agreement, it shall be submitted to an arbitrator mutually agreed upon by the parties.

The decision of the arbitrator shall be final and binding on both parties. The compensation of the arbitrator shall be borne equally by both the Employer and the Union.

If the parties cannot agree on an arbitrator, the Minister of Labour for the Province of Ontario shall be asked to make an appointment.

11.03 The arbitrator shall not have the jurisdiction to alter or amend the provisions of this Agreement.

## **ARTICLE 12 - STRIKES AND LOCKOUTS**

12.01 There shall be no strikes or lockouts as long as this Agreement continues to operate.

## **ARTICLE 13 - NO DISCRIMINATION OR HARASSMENT**

13.01 There will be no discrimination against any employees because of race, ancestry, place of origin, ethnic origin, marital status, family status, colour, religion, age, sex, citizenship, sexual orientation, gender identity, handicap, record of offences, or any other prohibited grounds as set out in applicable Human Rights legislation.

13.02 The Employer shall maintain a working environment which is free from sexual, racial and personal harassment.

### Harassment Defined

Harassment is a course of vexatious comment or conduct that is known or ought

reasonably to be known to be unwelcome. Harassment may include comment or conduct linked to the prohibited grounds initiated by one person towards another which causes humiliation, offense or embarrassment. Single acts of sufficient severity may constitute harassment.

#### Personal Harassment Defined

Personal harassment is defined as behaviours directed at an individual, not linked to the prohibited grounds, which has the purpose or effect of unreasonably interfering with the person's work and/or creating an intimidating, humiliating, hostile or offensive environment.

Examples may include, but are not limited to:

- (a) physically intimidating behaviour and/or threats;
- (b) ridiculing, taunting, belittling or humiliating another person;
- (c) derogatory name-calling

Employees who are unable or unwilling to have the matter dealt with through the employer's harassment complaint procedure may proceed directly to the grievance procedure.

### **ARTICLE 14 - HEALTH AND SAFETY**

14.01 The Employer shall make all reasonable provisions for the safety and health of employees during working hours.

14.02 There shall be a health and safety committee consisting of two (2) employee representatives and two (2) management employees. The committee shall do monthly inspections of the workplace and shall meet every month to discuss its findings and make recommendations to the Employer. Employees will be paid for all time spent in carrying out committee functions. The Employer will ensure that committee members receive the proper training, paid for by employer, and paid for all time spent in training. Recommendations of the Health and Safety Committee will be implemented, within thirty (30) days, by the Employer.

### **ARTICLE 15 - HEALTH AND WELFARE BENEFITS**

15.01 The Employer will pay 100% of the premiums for life insurance, dependent life insurance, accidental death and dismemberment, extended health care and dental plan, as set out in Equitable Life of Canada Group Benefits plan, at the time this agreement was negotiated, or its equivalent. In addition, the Employer will pay to the employee an amount equal to the Long Term Disability Premiums as a taxable benefit and deduct the same amount from the employee's net pay and remit this amount to the insurer on the employee's behalf. The Employer will commence payment of the premiums outlined above following the successful completion of an employee's probationary period.

### Life Insurance

One times annual salary to a maximum of \$125,000.00, reduced by 50% at age 65  
Dependent life: eligible spouse \$10,000.00, eligible dependent \$5,000.00

### Long Term Disability Benefit

66.67% of monthly earnings to a maximum benefit of \$4,500.00 per month, commencing on the 120<sup>th</sup> day of disability.

## **ARTICLE 16 – REGISTERED PENSION**

16.01 The Employer will pay ten per cent (10%) of gross earnings as a pension contribution to the Canadian Actors' Equity Association Pension Plan. Such payment will be made on a monthly basis commencing the 13<sup>th</sup> month of employment.

## **ARTICLE 17 - SEVERANCE**

17.01 Upon permanent layoff, employees shall receive severance pay equal to one (1) week's pay for each year of service. A partial year of service shall be pro-rated. Such pay will be computed at the highest rate of compensation received by the employee during his or her service with the Employer.

## **ARTICLE 18 - JOB POSTINGS**

18.01 When a new or vacant job is created, including temporary vacancies in excess of sixty (60), the job shall be posted in the Employer's offices either in advance or simultaneously with external advertising. All internal applicants will be interviewed no less than five business days before any applicants to the external advertisement are seen.

## **ARTICLE 19 - LAYOFF AND RECALL**

19.01 If a reduction in the number of employees in the bargaining unit necessary, the Union will be given as much advance notice as possible, but in no event will it be less than three (3) months. The parties shall meet and discuss all alternatives to the proposed reduction.

19.02 The Employer shall notify employees who are to be laid off three (3) months prior to the effective date of lay-off, or award pay in lieu thereof, unless a greater period of notice is required by legislation, in which case such greater period of notice, or pay in lieu thereof, shall be given.

19.03 An employee who is laid off from his or her job shall be entitled to displace another employee with less seniority from a job provided that he or she has the necessary skills and ability to perform the work required. Employees electing to displace another employee shall so notify the employer within two (2) weeks of receipt of the notice of

lay-off and specify which job s/he wishes to bump into.

19.04 Employees shall be recalled in the order of their seniority, where jobs become available, provided they have the necessary skills and ability to perform the work required. The Employer shall give notice of recall by registered mail to the last recorded address of the employee. The employee shall keep the Employer advised at all times of his/her current address. The employee shall advise the Employer whether or not s/he is returning to work within three (3) working days of receipt of the notice of recall. The employee shall return to work within seven (7) working days of receipt of the notice of recall unless, on reasonable grounds, s/he is unable to do so. An employee who has been given notice of recall may refuse to exercise such right without prejudicing his/her right to recall in the future.

19.05 The right of laid off employees to health and welfare benefits, as set out in Article 15.01, under this Agreement shall continue for a period of one (1) month, provided an employee does not have alternative coverage during that period of time.

## **ARTICLE 20 - UNION LABEL**

20.01 All typewritten computer generated or otherwise produced work in the office of the Employer shall bear the COPE Local 343 label if a member of the Union performed such work.

## **ARTICLE 21 - TECHNOLOGICAL CHANGE**

21.01 In the event that the office technology changes and requires new or greater skills than already possessed by the affected employees, such employees, at the expense of the Employer, shall be given a reasonable period of time during which they may acquire the necessary skills.

21.02 No employee shall be dismissed or have her/his normal earnings or working hours reduced as a result of technological change, provided that the employee has achieved the necessary skills in a reasonable period.

## **ARTICLE 22 - SUCCESSORS**

22.01 In the event the Employer shall merge, consolidate, lease, or by any other means enter into an Agreement with another union, individual, or organization, which in whole or in part, affects the existing bargaining unit, then such successor shall be bound by each and every provision of this Agreement, unless and/or until the Ontario Labour Relations Board rules otherwise.

## **ARTICLE 23 - EXPENSES**

24.01 Employee expense allowances are as set out in Appendix "C", attached hereto, and forming part of this Agreement.



## **ARTICLE 24 – LABOUR MANAGEMENT COMMITTEE**

24.01 The parties agree to establish a Labour Management Relations Committee comprised of two (2) elected representatives with seniority from the bargaining unit and two (2) representatives appointed by Management. It is further agreed that a staff representative of COPE may be present at meetings.

This joint committee shall meet when required during the life of this agreement, or as otherwise agreed to by the committee, at the request of either party, provided that such request shall be in writing supported by a written agenda setting out the particular issues to be discussed.

## **ARTICLE 25 - JOB DESCRIPTIONS AND JOB DUTIES**

25.01 Job descriptions for all bargaining unit positions are attached hereto as Appendix "B" and forming part of this collective agreement.

25.02 Job descriptions will be prepared for any new positions created during the term of this Agreement and shall form part of this Agreement.

25.03 Employees shall not be required to perform personal errands for supervisory personnel.

25.04 The executive director may in writing appoint a member of the bargaining unit to fulfill a senior staff position during an absence. A member of the bargaining unit shall have the right to decline such an appointment. Members of the bargaining unit who agree to accept such an appointment shall receive an additional 10% of their regular gross pay for the period in which they fill such an appointment.

## **ARTICLE 26 – CONFLICT OF INTEREST**

26.01 All bargaining unit employees will be subject to and abide by the terms of the conflict of interest policy, as outlined in the Staff Policy Book.

**ARTICLE 27 - TERMINATION**

27.01 This Agreement shall remain in full force and effect from April 1, 2017 until March 31, 2020 and thereafter until the right to strike or lockout occurs and is exercised, or a new agreement is reached, whichever occurs first. This agreement shall be automatically renewed from year to year unless either party gives written notice to reopen for negotiations not more than ninety (90) business days prior to the expiration of this agreement.

**SIGNED** at Toronto this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

FOR COPE LOCAL 343

FOR CANADIAN ACTORS' EQUITY ASSOCIATION

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**APPENDIX A- Wage Rates**

**2017** 2%

Job Level	Year 1 @91%	Year 2 @93%	Year 3 @95%	Year 4@98%	Year 5, 100%
Level A	\$ 43,339.33	\$ 44,291.85	\$ 45,244.36	\$ 46,673.13	\$ 47,625.64
Level B	\$ 50,163.63	\$ 51,266.13	\$ 52,368.63	\$ 54,022.37	\$ 55,124.87
Level C	\$ 58,202.57	\$ 59,481.75	\$ 60,760.93	\$ 62,679.69	\$ 63,958.87
Level D	\$ 64,333.02	\$ 65,746.94	\$ 67,160.85	\$ 69,281.72	\$ 70,695.63

**2018** 2.75%

Job Level	Year 1 @91%	Year 2 @93%	Year 3 @95%	Year 4@98%	Year 5, 100%
Level A	\$ 44,531.17	\$ 45,509.88	\$ 46,488.58	\$ 47,956.64	\$ 48,935.35
Level B	\$ 51,543.13	\$ 52,675.94	\$ 53,808.76	\$ 55,507.98	\$ 56,640.80
Level C	\$ 59,803.14	\$ 61,117.50	\$ 62,431.85	\$ 64,403.39	\$ 65,717.74
Level D	\$ 66,102.18	\$ 67,554.98	\$ 69,007.77	\$ 71,186.96	\$ 72,639.76

**2019** 2.75%

Job Level	Year 1 @91%	Year 2 @93%	Year 3 @95%	Year 4@98%	Year 5, 100%
Level A	\$ 45,755.77	\$ 46,761.40	\$ 47,767.02	\$ 49,275.45	\$ 50,281.07
Level B	\$ 52,960.57	\$ 54,124.54	\$ 55,288.51	\$ 57,034.46	\$ 58,198.43
Level C	\$ 61,447.73	\$ 62,798.23	\$ 64,148.73	\$ 66,174.48	\$ 67,524.98
Level D	\$ 67,919.99	\$ 69,412.74	\$ 70,905.48	\$ 73,144.60	\$ 74,637.35

Level A Assistant Contract Administrator

Level B Assistant Business Representative  
 Administrative Assistant  
 Benefits Administrator  
 Bonding Administrator & Administrative Support  
 Communications Coordinator  
 Contracts Administrator  
 Membership Administrator  
 Receptionist

Level C Business Representative

Level D Senior Business Representative

# APPENDIX 'B' JOB DESCRIPTIONS

Canadian Actors' Equity Association

## JOB DESCRIPTION

Position title: **ADMINISTRATIVE ASSISTANT**

Reports to: Senior Executive Assistant

March 2017

### POSITION PURPOSE:

The ADMINISTRATIVE ASSISTANT is employed to provide administrative services and to assist the Senior Executive Assistant in general office services.

### ACTIVITIES:

- provide direct administrative services to the Business Representatives, the Controller and the Communications Department, consistent with the priorities set by the Senior Executive Assistant
- distribute and file internal correspondence, documents and contracts and maintain such files daily
- process outgoing faxes and mail, deliver same to the post office or mail box as required and prepare and dispatch parcels
- assume certain administrative tasks, including taking and transcribing of meeting minutes, handling Council package delivery and handling ED and Officer mail in the absence of or as required by the Senior Executive Assistant
- generate the basic membership reports as directed
- print and assemble, both in electronic and hard copy, membership and Engager support materials; and track associated costs, as directed
- on-site meeting support
- compile and distribute slow and fast files
- stat potential ACTRA, UdA, etc members
- track concessions and complaints
- monitor and tracks postage machine activity
- provide relief reception as required.
- other secretarial and/or clerical duties and data collection projects as may be required

## **JOB DESCRIPTION**

Position title: **ASSISTANT BUSINESS REPRESENTATIVE**

Reports to: Director of Business Representative Services

April 2017

### **POSITION PURPOSE:**

---

The ASSISTANT BUSINESS REPRESENTATIVE shall assist in the administration of the Association's collective agreements and members' engagement contracts by providing clerical assistance to the National Office Business Representatives, members, and engagers.

### **ACTIVITIES:**

---

Under the general supervision of the Director of Business Representative Services:

- examine contract entry in the database to ensure that it conforms to the collective agreements and take requisite corrective action when necessary
- examine contract riders to ensure that they do not contravene the applicable collective agreement, and take the requisite corrective action/follow up when appropriate or identify to a Business Representative for corrective action when necessary;
- administer Fringe Festival applications and Amateur policy including answering questions from members and engagers, and referring complex matters to a Business Representative;
- assist the Business Representatives with internal document generation including preparation of contracts and required riders, and record minutes of the Business Representative meetings;
- assist with contract entry and filing as required;
- other related duties and projects generally considered to be within the job category

Canadian Actors' Equity Association  
**JOB DESCRIPTION**

Position title: **BENEFITS ADMINISTRATOR**

Reports to: Controller

March 2017

**POSITION PURPOSE:**

---

The BENEFITS ADMINISTRATOR is responsible for maintaining accurate records of working dues, RRSP, Insurance and taxes payable or paid by the engagers of our members in accordance with Association policy.

**ACTIVITIES:**

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- invoice on a timely basis for dues, RRSP contributions and insurance premiums etc. required of the engagers of our members
- receive, process and deliver deposits to the bank all payments of dues, etc. on a timely basis
- reconcile, allocate and deliver contributions or premiums to appropriate institution
- balance contribution listings
- record receipt of voluntary contributions and arranging for delivery of same to Trustee.
- produce journals, lists and reports as required in the accounting of receipts and disbursements
- provide information to and issue appropriate documentation required by the Engagers.
- issue and pursue letters of demand for payment of past due amounts
- assist Engagers in general matters relating to Association policy and resolving problems arising there-from.
- review contracts and remittance advices to ensure adherence to Association policy
- assist Business Representatives and Controller as may be required in the administration of benefit services
- provide information for bond claims and bond releases
- contract entry amendments
- provide assistance to members in reconciling RRSP contributions
- provide relief reception as required
- other related duties and projects generally considered to be within the job category

Canadian Actors' Equity Association  
**JOB DESCRIPTION**

Position title: **BONDING ADMINISTRATOR AND  
ADMINISTRATIVE SUPPORT**

Reports to: Controller

May 2017

**POSITION PURPOSE:**

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The BONDING ADMINISTRATOR AND ADMINISTRATIVE SUPPORT is responsible for maintaining accurate records of cash and securities held in trust by the Association as a bond against default of contractual obligations by producing bodies, and for providing assistance in the administration of the CAEA group insurance plan. This position is also responsible for providing relief assistance to the Membership Administrator, Benefits Administrator, and Contracts Administrator.

**ACTIVITIES:**

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- record and deliver cash securities to the bank within 24 hours of receipt
- record and retain for safekeeping all letters of credit or other non-cash securities
- record and process disbursements from the cash account in respect of bond claims and releases
- prepare demands on letters of credit or other non-cash securities with financial institutions produce reports on adequate levels of security relative to contracts on file
- produce reports of bond expiries and pursue renewal or demand for cash to ensure adequate security is maintained at all times
- assist Business Representatives and Controller as required in the administration of bonding and insurance
- prepare and circulate bond checklist to confirm status of Engager's liabilities to Equity and its members
- provide contract and standing information to the insurance carrier to confirm members' eligibility for insurance purposes
- answer simple questions about the insurance plan (e.g. what is the phone number for the insurance carrier, what is the policy number) and refer members to the insurance carrier
- intervene on behalf of members with the insurance carrier and refer them to the Controller if they want to appeal an insurance decision
- provide relief reception as required
- follow up with members who have not yet returned their membership information, with specific emphasis on ensuring that enrolment forms for the RRSP program are received
- follow up with engagers who have received "deduct and remit" letters
- provide vacation, sickness or work load relief for membership, benefits and contract entry
- other related duties and projects generally considered to be within the job category

## **JOB DESCRIPTION**

Position title: **SENIOR BUSINESS REPRESENTATIVE**

Reports to: Director of Business Representative Services

March 20173

### **POSITION PURPOSE:**

The SENIOR BUSINESS REPRESENTATIVE is responsible for the administration of the Association's scale agreements and policies, specifically to ensure that the terms and conditions of the agreements are upheld.

### **ACTIVITIES:**

Under the general supervision of the ?:

- administer the Association's scale agreements and policies in accordance with established procedures
- provide specific information on scale agreements and policies to members and engagers
- may be required to provide assistance in the negotiation of scale agreements and policies
- must be able to interact well with engagers, members, colleagues and superiors
- attend meetings of members as required
- may be required to visit companies in rehearsal or performance to resolve problems
- may be required to visit performance or rehearsal venues to ensure Health & Safety standards are satisfactory
- examine contracts filed to ensure that they conform to the scale agreements and policies and taking requisite corrective action when necessary
- assess the adequacy of securities held as bonds against default by engagers of contractual information
- take whatever action necessary to ensure that security is maintained in accordance with negotiated agreements and Association policy
- receive concession requests and direct them through proper procedures for consideration by appropriate bodies
- advise appropriate person or body of potentially serious issues
- other related duties and projects generally considered to be within the job category.



Canadian Actors' Equity Association  
**JOB DESCRIPTION**

Position title: **COMMUNICATIONS COORDINATOR**

Reports to: **COMMUNICATIONS DIRECTOR**

March 2017

**POSITION PURPOSE:**

---

The COMMUNICATIONS COORDINATOR is responsible for assisting in the maintenance of effective communication with Association members, staff, elected representatives and the public. The COMMUNICATIONS COORDINATOR will assist in the preparation and maintenance of Association publications and materials, and distribution of same.

**ACTIVITIES:**

---

- receive all communications to Equity of a general nature (i.e. not directed to a specific staff person) and distribute them to the appropriate staff or department
- distribute information to staff, members and public as appropriate and as directed
- assist the CD with maintenance of Equity's website and the implementation and maintenance of other social media tools
- co-ordinate e-drive and EQUIFLASH services, including receipt and review of submissions, format of notices accepted for distribution, liaise with the Business Rep department over potential issues in a notice, and maintain an e-drive archive
- co-ordinate and maintain Equity's "public" rooms (the Members' Lounge and the board room, documents stored in the photocopy room. Organize the two storage rooms and the boardrooms
- data and statistics collection and research, and maintenance of statistical reports and files
- distribute Equity publications (external, i.e. new members guide) and materials (internal, i.e. contracts and forms) to members, staff, elected representatives and the public, as directed
- coordinate and invoice EQ advertisers. Prepare general EQ content as required
- prepare, write, edit, format, and update content in Equity materials and publications as required
- create and maintain electronic versions of Equity documents and publications
- provide basic design and layout of Equity documents and publications
- monitor operations of photocopiers, including remedial troubleshooting, ensuring adequate supplies are stocked and liaising with suppliers on maintenance and service
- photography at Equity events and for Equity publications as required
- assist in planning Equity events
- program and maintain the National Office voice-mail system
- provide technical support and member assistance during Equity elections, ratifications and referenda
- carry out special projects as required by the CD
- ensure that all Equity publications, documents, supplies, products and stock are in sufficient supply, and ensure storage maintenance tidiness other related duties and projects generally considered to be within the job category

## **JOB DESCRIPTION**

Position title: **CONTRACTS ADMINISTRATOR**

Reports to: Controller

March 2017

### **POSITION PURPOSE:**

The CONTRACTS ADMINISTRATOR is employed to enter all contractual information received by the national office of the Association in a timely and accurate manner.

### **ACTIVITIES:**

- responsible for the accurate entry of contracts and amendments into the computer system upon receipt in the national office
- maintain the contracts in an organized manner, including opening files, alphabetizing and filing contracts, and storing closed files
- ensure that Deputy packages are delivered to producers in advance of first day of rehearsal
- assist Business Representatives, Controller & Benefits and Bonding Administrators as required in the contract administration
- provide relief reception as required
- Other related duties and projects generally considered to be within the job category.

Canadian Actors' Equity Association  
**JOB DESCRIPTION**

Position title: **BUSINESS REPRESENTATIVE**

Reports to: Director of Business Representative Services

March 2017

**POSITION PURPOSE:**

---

The BUSINESS REPRESENTATIVE is responsible for the administration of the Association's engagement policies, specifically to ensure that the terms and conditions of the policies are upheld. The BUSINESS REPRESENTATIVE shall also assist in the administration of the Association's collective agreements and members' engagement contracts by providing clerical assistance to the Senior Business Rep, members and engagers.

**ACTIVITIES:**

---

- administer the Association's engagement policies in accordance with established procedures.
- provide specific information on engagement policies to members and engagers
- must be able to interact well with engagers, members, colleagues and superiors
- may be required to visit companies in rehearsal or performance to resolve problems
- may be required to visit performance or rehearsal venues to ensure Health & Safety standards are satisfactory
- examine contracts filed to ensure that they conform to the engagement policies and take requisite corrective action when necessary;
- assess the adequacy of securities held as bonds against default by engagers of contractual information
- take whatever action necessary to ensure that security is maintained in accordance with engagement policies and Association policy
- advise appropriate person or body of potentially serious issues
- assist the Business Representatives with internal document generation including preparing contracts and required riders, and recording minutes of the Business Rep meetings; entering information into the Business Rep database; tracking Employment Standards; tracking audition sign in sheets; tracking Guest Artist Casement; tracking Workshop Quotas
- prepare and follow up on the Closing Production Checklist report monthly
- other related duties and projects generally considered to be within the job category

## **JOB DESCRIPTION**

Position title: **MEMBERSHIP ADMINISTRATOR**

Reports to:           Controller

March 2017

### **POSITION PURPOSE:**

The MEMBERSHIP ADMINISTRATOR is responsible for maintaining accurate records of dues, fees, and levies payable or paid by the membership in accordance with Association policy. The MEMBERSHIP ADMINISTRATOR is also responsible for maintaining accurate data files on the membership and assisting members in the administration of their RRSP's.

### **ACTIVITIES**

- invoice on a timely basis for dues, fees and levies required of the membership
- receive, process and prepare for deposit in the bank all payments of dues, fees and levy on a timely basis
- produce lists and reports as required in the accounting of receipts
- issue appropriate receipt, membership cards and any other documentation required by the membership
- issue and pursue letters of demand for payment of past due amounts
- provide information on membership as required
- assist members in general matters relating to Association policies and resolving problems arising there from
- vet contracts and membership applications to ensure adherence to Association policies
- assist Business Representatives and Controller as may be required in the administration of membership services
- provide information to members regarding the operation of their RRSP's
- assist members in registering RRSP's
- liaison with trustee on behalf of members
- ensure that members maintain RRSP's in accordance with Association policy and, to a limited extent, in accordance with the Income Tax Act
- assist Controller, Benefits and Bonding Administrators as required in the administration of benefit services
- provide relief reception as required
- other related duties and projects generally considered to be within the job category.

## **JOB DESCRIPTION**

Position title: **RECEPTIONIST**  
Reports to: Senior Executive Assistant March 2017

### **POSITION PURPOSE:**

The RECEPTIONIST is employed to receive, identify and direct to the appropriate person all visitors, telephone calls, mail, parcels and faxes. The Receptionist will also provide answers to routine inquiries and to provide secretarial and clerical assistance as required.

### **ACTIVITIES:**

- responsible for all telephone operations by attending the switchboard or, in consultation with the Senior Executive Assistant, by ensuring it is staffed at all times
- provide routine information to members and engagers in person, by phone and by email
- transmit all messages in an orderly manner; sort faxes and distribute them appropriately
- ensure that the answering service is engaged at night and turned on in the morning
- unlock the door to the stairs in the morning and lock it at night
- receive all visitors and present a professional image as the face of the Association when they arrive
- receive all mail and courier deliveries, date stamp and direct to the appropriate personnel
- prepare packages for couriers. Prepare and send courier packages to the W/O twice a week or as required
- receive payments, issue receipts as required and maintain records as directed by the Controller
- record receipt of letters of credit and direct them to Bonding Administrator
- maintain daily record of staff attendance and file same with Controller
- maintain and be accountable for cash float generate Stage Manager Availability List and Fight Directors Availability List
- order and receive office supplies as required
- maintain reception area
- provide contact information according to privacy settings
- monitor "web changes" by members and do address/contact info updates
- order drop off/pick up of off-site storage boxes
- provide triage and support during elections or other votes including tracking mail/ballots
- follow up on contact information for members including corrections and/or reporting as required
- keep web calendar updated
- update contact information for associations, agencies, etc. will be required to do secretarial or clerical functions as directed by the Senior Executive Assistant

Canadian Actors' Equity Association  
**JOB DESCRIPTION**

Position title: **ASSISTANT CONTRACTS ADMINISTRATOR**

Reports to: Controller

January 3, 2017

New position

**POSITION PURPOSE:**

---

The ASSISTANT CONTRACTS ADMINISTRATOR is employed to assist the Contracts Administrator manage the contractual information received by the national office of the Association in a timely and accurate manner.

**ACTIVITIES:**

---

Reporting to the Controller but under the direction of the Contracts Administrator, Responsibilities are:

- Under the direction of the Contracts Administrator,
  - assisting in the accurate entry of productions, contracts and amendments into the computer system upon receipt in the national office
  - assisting in maintaining the contracts in an organized manner, including opening files, alphabetizing and filing contracts and storing closed files
- assist Business Reps, Controller & Benefits and Bonding Administrators as required in the contract administration
- provide relief reception as required
- other related duties and projects generally considered to be within the job category

## **APPENDIX "C"**

### **EXPENSES**

#### **Transportation**

Employees required to use their own automobile for employer business will be compensated at the rate of fifty-four cents (54¢) per kilometre or the current CRA regulations, whichever is greater.

Employees will be reimbursed for necessary taxi fares expended in carrying out the Employer's business.

#### **Per Diem and Hotel**

Employees travelling out of town on the Employer's business will have their hotel accommodations paid for by the Employer and shall receive per diem of seventy-five dollars (\$75.00) per day.

#### **Production Attendance**

All employees will receive an allowance of two hundred and fifty dollars (\$250.00) per calendar year for theatre attendance.

Business Representatives and Junior Business Representatives will get an additional five hundred dollars (\$500.00)

It is understood that the production attendance allowance is to encourage Employees to attend productions done by the membership. While we understand that some people may not be comfortable attending these functions alone, no more than \$100 may be spent in any year to purchase tickets for someone to accompany the Employee, unless otherwise approved by the Executive Director. In all cases, reimbursement will only be for shows under Equity's jurisdiction. Exceptions will be considered on a case by case basis by the Executive Director.

**Letter of Understanding (LOU) between:**

**CANADIAN ACTORS' EQUITY ASSOCIATION (CAEA) and**

**CANADIAN OFFICE & PROFESSIONAL EMPLOYEES' UNION, LOCAL 343 (COPE)**

Effective April 1, 2017

Subject: Alignment of current wages to new wage scale

The parties have agreed to a new wage scale detailed in Article 6 of the collective agreement to which this LOU is attached.

- In order to bring all employees into alignment with the new wage scale and 5 year grow in schedule, a one-time increase shall be applied to all affected members who are not in alignment.
- This increase shall occur within the first year of the agreement (effective April 1, 2017) and correspond with each affected members anniversary date of employment.
- The actual amounts of the one-time increases (payments) per member have been reviewed and agreed to by both parties during bargaining.
- This LOU shall form part of the Collective Agreement.

SIGNED at Toronto this 9th day of March, 2018

FOR COPE LOCAL 343

FOR CAEA